

EDITED TASK LISTING

CLASS: PAROLE AGENT III, YOUTH AUTHORITY

NOTE: Each position within this classification may perform some or all of these tasks

Task #	Task
1.	Supervises field and/or monitors institutional parole agents and other staff (i.e., clerical support, ancillary staff, students and volunteers, etc.) through work assignment and review, field inspections, performance evaluations, and taking and recommending appropriate action to maintain performance standards in accordance with SPB's laws rules and regulations, under the direction of the Regional Administrator/Superintendent.
2.	Supervises field and/or monitors institutional parole agents and other staff (i.e., clerical support, ancillary staff, students and volunteers, etc.) performing casework to ensure proper supervision of youthful offenders using casework techniques including case conferences, reports, investigations, monitoring of warrants and detainees, population management, coordinating hearing calendars, managing office operations (i.e., schedules, employee's attendance report, reportable income, mileage and travel forms) in accordance with laws, rules, regulations, policy and procedures.
3.	Maintains evidence locker to ensure proper handling of evidence, including the disposal of items no longer needed, using evidence log, periodic audits and proper key control, in accordance with Division of Juvenile Justice policy and procedures.
4.	Interacts with law enforcement agencies in the sharing of pertinent information to effect continuity of supervision of youthful offenders and maintain good working relationship with law enforcement agencies to promote public safety using varied communication skills and data systems including, Offender Based Information Tracking System (OBITS), Youthful Offender Data Application (YODA), Ward Information Network (WIN), Field Information System (FIS), California Law Enforcement Telecommunication System (CLETS), Cal Gang, Law Enforcement Investigations Unit (LEIU), (INS) etc. Division of Juvenile Justice policy and procedures.
5.	Coordinate and interact with Judicial System (i.e. courts, public defender, district attorney, probation department, judges, etc.) to communicate youthful offender progress, legal mandates, public access to inspect and monitor casework and treatment programs, assisting in investigations and timely prosecutions and referrals to court for resentencing/time extensions using varied communication skills and data systems including, youthful offender files, Offender Based Information Tracking System (OBITS), Youthful Offender Data Application (YODA), Ward Information Network (WIN), Field Information System (FIS), California Law Enforcement Telecommunication System (CLETS), Cal Gang, Law Enforcement Investigations Unit (LEIU), (INS) etc. in accordance with Division of Juvenile Justice policy and procedures.

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6.	Make probable cause determinations to decide if parole hold/detainer is to be initiated, continued or cancelled using case conference, field file, law enforcement information, (CLETs), Criminal Identification Information (CII), etc. in accordance with Division of Juvenile Justice policy, procedures, laws and regulations on an on-going basis.
7.	Review for approval written recommendations (i.e., annual reviews, Projected Board Date reviews (PBD), Disciplinary Decision Making System (DDMS), Violation/Disposition Reports, Corrective Action Plan (CAP), Probable Cause/Detention Waivers, Parole Reports, Detention Reports, Crisis Summary, etc.) on corrective actions and offender Identified Treatment Issues (ITI) to address offender behavior and its impact on public/institutional safety using field files, knowledge of division policy and procedures, case conference, availability of alternative sanctions such as electronic monitoring (EM), treatment programs (i.e. mental health, substance abuse, sex offender, etc.), in accordance with Division of Juvenile Justice policy, procedures, laws and regulations on an on-going basis.
8.	Monitor and coordinate the violation process to ensure parolee rights and due process rights of youthful offender in custody involved in corrective action proceeding using parole tracking forms, detention notification, arrest reports, violation tracking form, confinement record, (OBITS), jail log, Criminal Identification Information (CII), (WIN), Internet, etc. Division of Juvenile Justice policy, procedures, laws and regulations on an on-going basis.
9.	Represents the Division of Juvenile Justice/Parole and Facilities at conferences and public forums to bring about community awareness and understanding of California Department of Corrections and Rehabilitation criminal justice laws, policy, and trends and gain stakeholder support for the Department of Corrections and Rehabilitation and its mission using communication skills, interpersonal skills, knowledge of division policy and procedure, etc. as needed or directed.
10.	Ensures the proper use of safety equipment by assigned staff to include: firearms, chemical agents, soft body armor, personal alarms, restraint equipment, and vehicles, to ensure staff, public and youthful offender safety by using mileage logs, equipment logs, physical inspections, inventory and equipment replacement, audits, vehicle maintenance logs, etc. in accordance with Division of Juvenile Justice policy, procedures, laws and regulations on an on-going basis.

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	Functions as Executive Officer (EO) during non-office hours to provide authorization for emergencies, planned use of force, arrests, searches, and placement of parole holds and releases using telephone, communication skills, knowledge of division policy and procedure, discretionary decision-making skills, etc. in accordance with various laws, rules and policies on an ongoing basis or as needed.
11.	Provide advanced and/or on-scene coordination for field situations (i.e. arrests, high risk contacts, searches, etc.) involving multiple agencies, including pre arrest planning and debriefing with staff involved in order to ensure the public, parole agents, and parolees safety and ensure the operation stays within the parameters of departmental policies using communication skills, knowledge of division policy and procedures, various laws, rules, etc. as needed.
12.	Evaluates staff performance in order to aid in their professional development, provide appropriate training, and advise the hiring authority whether the employee is performing at acceptable standards and within policy and procedural guidelines using communication skills, observation skills, review staff work, apply progressive discipline etc. in accordance with State Personnel Board (SPB) laws, rules, regulations and MOU in addition to the Division of Juvenile Justice policy, procedures on an on-going basis.
13.	Evaluates staff performance in order to aid in their professional development, provide appropriate training, and advise the hiring authority whether the employee is performing at acceptable standards and within policy and procedural guidelines using communication skills, observation skills, review staff work, apply progressive discipline etc. in accordance with State Personnel Board (SPB) laws, rules, regulations and MOU in addition to the Division of Juvenile Justice policy, procedures on an on-going basis.
14.	Reviews Parole Agent caseloads periodically to provide direction and ensure compliance with established supervision and caseload ratio requirements, using field file, record of supervision, monitoring Board of Parole and facility administrative hearing decisions, Offender Based Information Tracking System (OBITS), Youthful Offender Database Application (YODA), Field Information System (FIS), Ward Information Network (WIN) etc. in accordance with the MOU, Division of Juvenile Justice policy, procedures, laws and regulations on an on-going basis.
15.	As an assistant to the Division's Executive Staff develops and prepares various policies, procedures and programs related to the operation of the Division of Juvenile Justice in order to ensure consistency and conformity with regulations, established guidelines, laws and rules, etc. using appropriate chaptered legislation, court rulings, propositions, legal opinions, etc. on an ongoing basis.
16.	Responds to youthful offender grievances in an attempt to resolve the given problem using knowledge of various laws, rules and regulations, etc. in accordance with Division of Juvenile Justice policy, procedures, as needed.

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17.	Conducts employee inquiries in order to report findings to the appropriate hiring authority using investigative techniques that include the review of written documentation, use of communication skills, conducting taped interviews with witnesses, Division of Juvenile Justice policy, procedures, laws and regulations as needed.
18.	Handles employee grievances and labor relations issues in an attempt to resolve the given problem at the lowest possible level using knowledge of division policy and procedure, various laws, rules and regulations, MOU, etc. as needed.
19.	Performs as office manager to ensure the safety, security, and operation of the physical plant using effective management and planning skills, communication skills, knowledge of CAL-OSHA policies and other state and local ordinances, emergency evacuation plan, arrest plan, etc. on a daily basis.
20.	Approves recommendations regarding the need for youthful offender cash assistance in order to assist the youthful offender in reintegrating into the community using knowledge of youthful offender circumstances and case factors, resources available in the geographical area, communication skills, etc. in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, on an on-going basis.
21.	Reviews and approves recommendations for interstate and county to county placements to ensure cases meet transfer criteria and timeliness factors, using assignment logs, record of supervision, transfer packet, (OBITS), communication skills, knowledge of in accordance with the laws and regulations, Division of Juvenile Justice policy, procedures, as required.
22.	Facilitate the hiring process by conducting interviews, evaluating and selecting candidates to fill identified vacancies pursuant to the direction of the hiring authority and in accordance with SPB rules and regulations.
23.	Administers office Budget and practices fiscal responsibility by monitoring and/or controlling staffing resources, travel expenditures, overtime, procurement of goods, contracts or services, makes requests for program and operational funding, of individual line item and base line budget allocations, by utilizing various budget reports (i.e. allotment register, Q12, CALSTARS, etc.), case count, and projections and release ratios under the direction of the Regional Administrator.